



Getting a YES out of your proposal!

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AGENDA

- ✓ General Information
- ✓ Training Issue Description
- ✓ Objective & Targets
- ✓ Operational Description
- ✓ Institutional Arrangements
- ✓ Budget & Cost Per Trainee
- ✓ Implementation Schedule
- ✓ Sustainability

Proposal template – General Information

- ✓ Key partnership information
 - Employer/ association
 - Training provider
 - Technical consultant
- ✓ Role of representatives
- ✓ Proof of partner eligibility

1a. GENERAL INFORMATION:	
Title of the competency-based training proposal:	SPOON - APOLLONIA BEAUTY ACADEMY BARBER III
Employer name: (If more than one, list the names of each one. If an Association, please indicate)	Spa Professionals of One Nation Inc. (Business Association)
Employer address:	#2 4TH Avenue, Belleville, St. Michael, Barbados
Employer Representative: (Individual who will be accountable for all employer action items and sign all CBTF-related documentation)	Ms. Jackie Brown
Economic sector that the employer belongs to:	Health & Wellness

Proposal template – General Information

- ✓ General Information in the evaluation process
- ✓ Proposal implementation timelines
- ✓ Grant amount requested



Proposal template – Training Issue Description

✓ Justification

- Sector & Occupation skill gap(s) – short & medium term
- Specifics: occupation(s), training level(s)
- Partnership strengths & challenges

2. TRAINING ISSUE DESCRIPTION:

[Two pages maximum]

Set the *rationale (justification)* for tapping the CBTF by highlighting the short and medium-term (about 5 years in the time-horizon) skill gaps for specific relevant occupations (to be explicitly mentioned) in the given sector (quantify the expected demand for training). There should be clarity on the occupations of the particular employer for which competency-based training is warranted under the CBTF.

Provide a general landscape of the occupational level(s) that are required to be trained (for example unskilled workers, and/or unskilled technicians, and/or unskilled supervisors, etc.)

Identify the strengths and weaknesses of the

A 2012 Einstein Market Research Corp. study concluded that the male segment of the spa services market is vastly underserved and that more and more men are turning to “manscaping” as part of their regular routine. In the Caribbean, the Health and Wellness sector has seen a 32% growth in male segment between 2005 and 2011, comprising of both local and international market. This market is poised to double by 2018 according to Pew Latin America Research.

Occupations included in training will be barbers, hairdressers, estheticians who already service the male segment, as well as those who currently service the female market and need training in servicing the male market. The primary pool of trainees will be both members and non-members of SPOON in the medium to high end segment. Additionally, trainees from hairdressing and barbershop businesses who need to refresh their technical skills and develop new skills in the areas

Proposal template – Objective & Targets

- ✓ Objective: what will change or improve
- ✓ Targets: measurable outcomes compared to current conditions
 - Occupations
 - Assessments
 - Certifications
 - Curriculum training packages
- ✓ Quarterly targets/ milestones

include: Developing and validating competency-based standards for the following occupations (to be listed); establishing the corresponding assessment instruments; delivering competency-based training to ____ number of workers in the next two years in the above-mentioned occupations (of which ____ workers are currently employed in the partnership's firm and ____ workers outside the partnership's firm are expected to be benefited); and ensuring that ____ percentage of the trained workers will attain their corresponding certificate.

Proposal template – Operational Description

- ✓ Plan/ list of activities
 - Connect to objective/ target
 - When - timeline/ duration
 - How & where implemented
 - Who is accountable
 - What will result from activity
 - Beneficiaries
- ✓ Suggested annexes
 - Occupational standards/ curricula
 - Course outline/ assessment methods

Proposal template – Institutional Arrangements

- ✓ Partner accountability in implementation
- ✓ Resource allocation e.g. equipment

Proposal template – Budget & Cost Per Trainee

- ✓ Includes services, goods, equipment, maintenance costs
- ✓ Costs covered under the partnership e.g. civil works
- ✓ Representation of the proposal's cost effectiveness ~ Cost per trainee
- ✓ Financial management arrangement & reporting mechanism

Proposal template – Budget & Cost Per Trainee

6. ESTIMATED BUDGET AND COST PER TRAINEE:					[One page maximum]
CATEGORY OF EXPENDITURE*	PHYSICAL UNIT	QUANTITY	UNIT PRICE BDS\$	TOTAL AMOUNT BDS\$	NOTES
Goods/equipment and other related costs**	{Description}				
Supplies	{Description}				
Services (training to be provided)	{Competency-based training for stated occupations}				
Technical assistance	{Description}				
Sub-total					
Minor civil works (to be fully financed by the partnership)	{Description}				
GRAND TOTAL					

**COST PER TRAINEE = GRAND TOTAL
(PROPOSED) # OF TRAINEES**

Proposal template – Implementation Schedule

- ✓ Quarterly schedule showing start and end date for key implementation activities

7. IMPLEMENTATION SCHEDULE:					
ACTIVITY	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER...	QUARTER 8
Activity 1	-----	-----			
Activity 2		-----	----		
Activity 3		-----	-----	-----	
Activity N			---	-----	

Proposal template – Sustainability

- ✓ Looking beyond 2 year implementation
 - Employer continuing training efforts related to medium term plans
 - Training providers use and continued development of CBT methodology, curriculum and resources.

